



Keyboard Shortcut Basics

Tutorial #17

Computer keyboard shortcuts is a useful tool to create numeric/alphabetic, signs, symbols, computer actions, and computer commands. Keyboard shortcuts are an alternative way to command the computer without using a mouse by reducing mouse strokes to short form alternatives.

All of the keyboard shortcuts provided below vary depending on the windows version and programs you have. However, many basic shortcuts are the same in different Windows programs. With multiple keystrokes for a command, you must hold down the “CTRL,” “ALT,” “SHIFT,” and “Windows Logo,” when you pressing down the second sequence of the command.

Common Keyboard Shortcuts

CTRL & ESC	Opens START menu
ALT & TAB	Switches between open programs
SHIFT & DELETE	Permanently deletes file/folder
CTRL & C	Copies
CTRL & X	Cut
CTRL & V	Paste
CTRL & Z	Undo
CTRL & B	Bold
CTRL & U	Underline
CTRL & I	Italic
CTRL & A	Select All
CTRL & P	Print
CTRL & S	Save
CTRL & N	Opens new document
CTRL & O	Opens an existing document
CTRL & W	Closes program or page
CTRL & L	Align sentence to the left in Microsoft Word
CTRL & E	Align sentence to the centre in Microsoft Word
CTRL & 1	Singe line spacing
CTRL & 2	Double line spacing
CTRL & 5	1 ½ line spacing

CTRL & R	Align sentence to the right in Microsoft Word
SHIFT & F10	Equivalent to “right clicking”
ALT & Tab	Opens another current program
ALT & Space	Displays main window system (restore, minimize and close)
F2	Renaming file or folders
F4	Opens drop down menu
Windows logo & E	Opens “My Documents”
Windows logo & L	Log Off
TAB	Moves to next dialog box & indents sentences in Microsoft Word
ENTER	In Microsoft Word it brings you down the lines of the page & completes a keyboard command by bring you to the desired location
ARROW Buttons	Allows you to navigate through drop boxes and information
CTRL & ALT & DELETE	If a program freezes and you wish to exit the program
PRINT SCR N (SysRq)	Creates a snapshot of your computer screen at that time where you can “paste” image into the Paint program

Keyboard Symbols & Accents

Symbol/Accent	Shortcut
†	ALT & 0134
‡	ALT & 0135
◦	ALT & 0176
☼	ALT & 0139
›	ALT & 0155
™	ALT & 0153
¡	ALT & 0161
¢	ALT & 0162
£	ALT & 0163
©	ALT & 0169
®	ALT & 0174
¼	ALT & 0188
½	ALT & 0189

¾	ALT & 0190
ı	ALT & 0191
À	ALT & 0192
Â	ALT & 0194
Ã	ALT & 0195
Ä	ALT & 0196
Á	ALT & 0193
à	ALT & 0224
á	ALT & 0225
â	ALT & 0226
ã	ALT & 0227
ä	ALT & 0228
Ç	ALT & 0199
ç	ALT & 0231
È	ALT & 0200
É	ALT & 0201
Ê	ALT & 0202
Ë	ALT & 0203
è	ALT & 0232
é	ALT & 0233
ê	ALT & 0234
ë	ALT & 0235
Ì	ALT & 0204
Í	ALT & 0205
Î	ALT & 0206
Ï	ALT & 0207
ì	ALT & 0236
î	ALT & 0238
Ñ	ALT & 0209
ñ	ALT & 0241
Ò	ALT & 0210
Ó	ALT & 0211
Ô	ALT & 0212
Õ	ALT & 0213
Ö	ALT & 0214
ò	ALT & 0242
ó	ALT & 0243

ô	ALT & 0244
ö	ALT & 0246
õ	ALT & 0245
ù	ALT & 0249
ú	ALT & 0250
û	ALT & 0251
ü	ALT & 0252
ý	ALT & 0253
ÿ	ALT & 0255